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ABSTRACT

The affirmative action program at the City University of New York is described in relation to the policy of the board of higher education and implementation of board policy. Objectives of the plan and implementation are reviewed in light of instructional and noninstructional staff, and university responsibilities. Census data for total instructional and noninstructional staff are presented. A summary of employment census results indicated that the City University of New York is well above any national norms for comparable institutions of public higher education with regard to the employment of women and minorities in its instructional staff. Women and other minorities constitute a much larger proportion of the noninstructional staff than of the instructional staff. (MJM)

AFFIRMATIVE ACTION

AT

CITY UNIVERSITY OF NEW YORK

**A Report of The University Policy and
Program to Insure Equal Opportunity for
Employment and Advancement of
Minorities and Women**

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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The City University of New York
Office of the Vice Chancellor for
Faculty and Staff Relations
535 East 80 Street
New York, New York 10021

November, 1971
(In compliance with the
President's Executive Orders
11246 and 11375)

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BOROUGH OF
MANHATTAN
COMMUNITY
COLLEGE

THE CITY UNIVERSITY OF NEW YORK

November 19, 1971

Dr. Robert J. Kibbee
Chancellor
The City University of New York
535 East 80 Street
New York, New York 10021

Dear Dr. Kibbee:

As Chairman of the University Committee on Affirmative Action, it is my privilege to transmit to you the Committee's report on Affirmative Action at the City University of New York.

The report describes the University policy and program to insure equal opportunity for the employment and advancement of minorities and women. It includes University-wide employment census data as of November 30, 1970. I believe, that the University's Affirmative Action Program effectively implements the policy of the Board of Higher Education, and fully complies with the Presidents Executive Orders (11246, 11375).

On behalf of the members of the Committee, I thank the college presidents and their staffs for their cooperation in making our report possible. I am certain, that the University's affirmative action program will continue to receive their undiminished attention and support.

Sincerely,

Edgar D. Draper
Chairman

CUNY Affirmative Action Committee

EDD:hb
Enclosure

cc: University Affirmative Action Committee Members:

President Milton Bassin	- York College
President Candido deLeon	- Hostos Community College
President Robert Marshak	- City College
President Richard Trent	- Medgar Evers
President Jacqueline Wexler	- Hunter College
Professor Julius Edelstein	- Vice-Chancellor for Urban Affairs
Dr. David Newton	- Vice Chancellor for Faculty and Staff Relations

The City University of New York Office of the Chancellor

535 East 80 Street, New York, N.Y. 10021

212/360-2121

November 29, 1971

Mr. J. Stanley Pottinger
Director
Office for Civil Rights
Department of HEW
Fourth and Independence Avenue S.W.
Washington, D.C. 20201

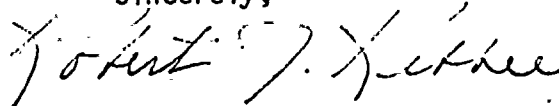
Dear Mr. Pottinger:

It is my pleasure to send you a copy of the first report on City University's Affirmative Action Program. Both the report and its sponsor, the University Affirmative Action Program Committee, are concrete examples of the vigorous implementation of the Affirmative Action Policy adopted by the Board of Higher Education.

The outstanding feature of our University plan is the requirement that each of our several colleges develop a five-year plan and timetable to accomplish the University goal for expanding equal employment opportunities for females and minorities.

I am sure that you will agree that the BHE's policy establishing a University Committee on Affirmative Action and the adoption of a five-year University-wide plan, are evidence of CUNY's commitment to the rapid development of an effective and meaningful Affirmative Action Program.

Sincerely,



Robert J. Kibbee

RJK:DN:b

FOREWORD

Equal employment opportunity regardless of race, creed, age, color, national origin, or sex is the unequivocal objective of the City University's affirmative action program. Policies, programs and procedures without effort to make them work are meaningless; and effort, undirected by clear policy, meaningful program and specific procedures, is fruitless. We believe that the University now has a policy, a program and procedures that are result-oriented. We know that our University community stands ready to make the effort required to affirmatively provide equal employment opportunity for all minorities and women.

I. AFFIRMATIVE ACTION FOR EQUAL EMPLOYMENT AT THE CITY UNIVERSITY

The City University has an historical commitment to non-discrimination and equal opportunity, both in its educational program and its employment practice. During the past decade, the University's Open Admissions, SEEK, and College Discovery enrollment programs have intensified the recruitment of Black and Puerto Rican students and staff.

The Executive Orders of the President (11246, 11375,) necessitated re-formulation of the existing policy of the Board of Higher Education and were welcome in underscoring the Board's commitment. Accordingly, on December 28, 1970, the Board adopted a resolution reaffirming its dedication to the principle of equal employment opportunity. This new resolution clearly defined the University's posture as being positive in providing opportunities that were equal for the employment and promotion of minorities and women.

The text of the Board's resolution follows:

A. Board of Higher Education Policy Statement

It is the policy of the Board of Higher Education and its component colleges and units of the City University of New York to recruit, employ, retain and promote employees without regard to sex, age, race, national origin, color or creed.

As a public college system, the City University believes in a policy of non-discrimination and of providing educational opportunities for the disadvantaged as a means of facilitating their access to a broader range of employment opportunities. Moreover, the City University recognizes that the adoption of a vigorous program of action is required if meaningful strides are to be made in the direction of improved employment opportunities for groups which have been disadvantaged in the past. It also recognizes that the employment opportunities created by the open enrollment policy create

a unique opportunity to implement such a program. To this end the Board of Higher Education by its action of September 28, 1970 (Calendar No. 30 A) committed itself, in connection with its construction program, to the objective of enhancing employment of minority workers in the construction industry and of involving minority contractors in building projects. By this policy statement the University is now committed to a comprehensive program encompassing both contractual relationships, such as construction awards, and internal employment practices aimed at insuring minority groups of all kinds equal opportunity for employment, for on-the-job-training and for advancement in responsibilities and remuneration.

Program Components:

1. Each college will develop its own Affirmative Action Program in implementation of this policy with overall coordination and monitoring to be performed by the University.
2. The policy on nondiscrimination will be communicated periodically to all employees through suitable media. Unions which have contracts with the University or with the City of New York covering employees of the University shall be similarly informed and their cooperation requested and the University policy will also be suitably published to external groups.
3. The Equal Opportunity clause will be incorporated in all purchase orders, contracts and leases with a face value of \$5,000 or more.
4. A self evaluation inventory will be conducted periodically to determine the extent to which the University is achieving equal employment objectives, and actions will be initiated as required to expand employment and promotion opportunities available to minority groups and other categories of persons previously discriminated against in employment.

University Responsibilities

1. The Chancellor will establish a Committee with University-wide representation to provide policy direction for the University's Affirmative Action Program and will include in his committee designations a senior member of his staff to whom college program coordinators will report.
2. The Chancellor's staff representative will keep informed on federal, state and city policies and requirements in order to provide guidance and assistance to college coordinators, and will maintain appropriate liaison with responsible federal officials and counterparts at other Universities.
3. The University Committee will review the programs of the individual colleges and the self evaluation inventories and will recommend appropriate policies and actions based on such reviews.

4. The Chancellor will establish procedures for the University-wide collection of data required for compliance with the Affirmative Action Program.
5. The University Central Office will develop an Affirmative Action Program predicated on the needs of the University and the community needs and characteristics, and in compliance with the general requirements stipulated in this policy.

College Responsibilities

1. Each college will develop an Affirmative Action Program predicated on local campus and community needs and characteristics and in compliance with the general requirements stipulated in this policy.
2. Each College and University Center will appoint a campus Affirmative Action Program Coordinator. The individual designated shall be a senior college official who reports directly to the President and has sufficient authority to insure that the college program is effectively carried out. Where contract activity particularly in the construction area warrants it may be appropriate to supplement this appointment by designating two assistant coordinators, one for construction and other contracts and the other for administrative staff, faculty members and other college employees.
3. The advisory committee mechanism should be appropriately utilized as a means of securing community participation and support. Where the amount of construction activity at the college is significant an advisory group should be established with representation from prime contractors, the construction trades, other unions, the building contractors' association, community representatives and college representatives. Similarly, an advisory group with composition appropriate to its purposes should be established to provide advice and assistance in connection with college personnel policies.
4. Colleges will review their personnel policies and practices with a view toward effecting such changes as are necessary to implement an effective affirmative action program. The college affirmative action program policy will be appropriately disseminated through campus publications and manuals, posters, recruitment advertisements and other suitable media. Recruitment efforts should emphasize sources of employees in the concerned categories. Thus, it is to be noted that it is not sufficient for the college to identify a minority group member as a potential employee. It is equally essential that such individuals be given a full opportunity to compete for a job. Similarly training and promotion policies and practices should be linked with a view toward providing improved advancement opportunities for the groups and categories in question.

B. Implementing the Board's Policy

Historically committed to the concept and practice of a decentralized University organization, the Board called upon its relatively independent and autonomous colleges to implement the University's Affirmative Action Policy. Each of the twenty constituent units was asked to develop its own policy statement and program of action, in the light of the Board's resolution.

The Chancellor was directed to establish a University-wide Affirmative Action Committee to coordinate, review and reinforce the efforts of the several colleges. The membership of this Committee includes college presidents and members of the Chancellor's staff. Working staff for the Committee is supplied through the Office of the Vice Chancellor for Faculty and Staff Relations. A new division for University Affirmative Action has been created in that Office and a full time coordinator appointed.

To effectively implement the Board's policy, it was necessary to assess the current composition of the University's instructional and non-instructional personnel. The University Affirmative Action Committee asked each college to examine itself on the basis of payroll data as of November 30, 1970, and to submit the results for tabulation and review. Standardized inventory forms recommended by H.E.W. were used for this University-wide survey. The collective bargaining organizations representing CUNY personnel were informed of the University's action and their cooperation solicited.

In addition to collecting and tabulating information about the ethnic and sex distribution of employees in all departments and titles, each college was asked to submit a narrative analysis of these statistics.

The following questions served as guidelines for the statistical analysis:

1. Do the statistics collected suggest that employment policies and practices have not been uniformly or consistently applied and have operated to the prejudice of
 - a) females? b) blacks? c) Puerto Ricans? d) employees 45 or over?
2. In which departments or areas of activity does the condition specified in (1) exist?
3. If the conclusion of discriminatory practices is suggested by the statistics, is this conclusion valid? If not, cite reasons for apparent differences in treatment.
4. a) Identify barriers or impediments to improve employment distribution.
b) Identify corrective actions instituted.

The Committee expected that the self-evaluation implicit in these questions would no doubt be stimulative to these units. In addition, the Committee:

- (1) Adopted, on June 21, 1971, a City University Affirmative Action Plan designed to increase the numbers, and improve distribution of minorities and women throughout the University.
- (2) Defined its responsibilities vis-a-vis the colleges. The Committee's role is to "establish University policy on Affirmative Action, and to review the performance of the colleges." The colleges develop procedures for meeting the University goals, and a timetable for their achievement.

The Committee, however, will "assess the appropriateness of the procedures and the progress in achieving these goals." Each college must submit by December 1, 1971, the specific program it has designed, and the five-year timetable for that program.

II.

CITY UNIVERSITY AFFIRMATIVE ACTION PLAN

(Approved by the CUNY A.A.P. Committee)

Objectives: To insure, within CUNY, equal opportunity for employment and for advancement in responsibilities and remuneration of minorities and women.

(a) To develop within each constituent unit of the University, a plan and timetable for the improvement of Instructional Staff employment and promotion practices with regard to minorities and women.

(b) To develop within each constituent unit of the University, a plan and timetable for improvement of Non-Instructional Staff employment and promotion practices with regard to minorities and women.

(c) To review and monitor the University's Affirmative Action progress by an annual audit of the recruitment, employment, and promotion records of each of its several colleges and the central administration.

Implementation:

1. College Responsibility

A. For Instructional Staff

Each college president will be responsible for the design and execution of the college plan for achieving the University's Affirmative Action objectives. These plans, for a five year period, must be both comprehensive and detailed. Compliance with H.E.W. regulations

calls for each department and every title to be assessed, in conjunction with enrollment, program and budget projections; recruitment procedures and program demand especial attention.

Finally, these plans must be accepted by the University Affirmative Action Committee. The college plans will be submitted for review by the Committee on or before December 1, 1971.

The results of the University-wide employment inventory indicate that the average for the University as a whole is approximately 30% female and 13% other minorities. The University is not content with the fact that nationally, it is well above par. If any individual unit within the system fails to meet, not minimal standards, but standards well above the acceptable, the entire University is diminished. The University's goal, therefore, will be to improve the employment and promotional opportunities for women and minorities in all units within the system.

In this context, the colleges must be cognizant of the fact that effective recruitment of women and minority group faculty will not be achieved without affirmative or positive institutional direction. Further, there must be deliberate administrative decision to insure the University goal for the improved distribution of minorities including women. Faculty Personnel and Budget Committees have the basic responsibility to recommend appointment and reappointment to the Board of Higher Education pursuant to the Board's bylaws (Sect. 11.4).

B. For Non-Instructional Staff

The college plan must address itself, as well, to affirmative action with regard to its non-instructional staff.

a. Recruitment.

Methods of recruiting staff members should be reviewed periodically. Greater cooperation from the City Department of Personnel should be enlisted to insure more widespread distribution of information regarding employment opportunities for minorities and women in the colleges.

All advertising should be reviewed to assure that it contains the statement that the University is an equal opportunity employer.

In areas where civil service rules and regulations give us greater flexibility (provisional employment and hourly personnel), positive recruitment of minorities should be undertaken to a greater extent than heretofore. The use of resource organizations, newspapers, posters and other devices which could introduce greater numbers of minority group members to the colleges should be utilized in recruiting for provisional employment.

b. Selection

Selection for potential permanent employment must be made in accordance with civil service procedures. Generally, the objectivity of the system has provided an excellent opportunity for upward mobility. Continuing analyses, however, of job qualification, lines of promotion and examination procedures are required to insure the maintenance of equal opportunities to all.

c. Training

Under current policies, annual employees may take courses without payment of tuition after six months or one year of service. Greater use of this benefit will be encouraged. Colleges are urged to develop in-service training programs wherever feasible.

2. University Responsibility

Establishment of a University Affirmative Action Office:

To help implement the Board's Affirmative Action Policy, and the program of the University Affirmative Action Committee, the Office of the Vice Chancellor for Faculty and Staff Relations will establish an affirmative action unit. This new University Office for Affirmative Action will:

1. Coordinate and assist the colleges in the development of affirmative action programs.
2. Conduct an annual University employment census and provide the University Affirmative Action Committee with the resulting data.
3. Monitor, for the University Affirmative Action Committee, the progress made by the colleges in implementing their Affirmative Action Plan and general University compliance with the President's Executive Orders (11246, 11375).
4. Supply such services, information, reports and develop such programs, conferences, workshops etc. as may be necessary to the conduct of the University's Affirmative Action Program.

III.

CITY UNIVERSITY EMPLOYMENT CENSUS DATA
Based Upon November 30, 1970 University Payroll
For
Total Instructional, and Non-Instructional Staffs

The following tables includes:

Instructional charts I and II - CUNY instructional employees
by rank, sex, ethnic group, age, Ph.D., tenure status.

Non-Instructional charts I & II - CUNY non-instructional
employees by title, sex, ethnic group, age, tenure status.

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- 71 -

INSTRUCTIONAL STAFF - CLERT II

INSTRUCTIONAL STAFF - CLINT II

By Race-Ethnic Group, Ph.D. or Equivalent, Tenure and Age Groups

11

-12-

REVIEWS BY

NON-INSTRUCTIONAL STAFF - CHART I
BY SEX, TENURE AND AGE GROUPS

SECRET

[illegible]

NON-INSTRUCTIONAL STAFF - CHART I
By Sex, Tenure and Age Group

Page 2 of 4

TOTAL CMTY SUMMARY									
Page 2 of 4 Date 4s of 11/30/70									
9. AUXILIARY PERSONNEL - (cont'd.)									
Assistant Managers									
Head Cashier									
Facilities									
Cafeteria Supervisor									
Cafeteria Asst. I									
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NON-INSTRUCTIONAL STAFF - CHART I
By Sex, Tenure and Age Groups

Page 3 of 4

22 of 11/30/70

(P. 200) - S. 200

[illegible]

NON-INSTRUCTIONAL STAFF, CHART I
By SEX, Tenure and Age Groups

Page 4 of 6

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NON-INSTRUCTIONAL TITLES - CHART II
by Race-Ethnic Groups and Age Groups

[illegible]

NON-INSTRUCTIONAL TILES - CHART II
By Race-Ethnic Groups and Age Groups

二

AFFIRMATIVE ACTION PROGRAM SURVEY
COLLEGE SUMMARY

NON-INSTRUCTIONAL TITLES - QUANT II
By Race-Ethnic Groups and Age Groups

TOTAL CUNY SUMMARY

Page 3 of 4 Date as of 11/30/70

TOTAL CUNY SUMMARY															
Page 3 of 4 Date as of 11/30/70															
RACE-ETHNIC GROUPS															
A		B		C		D		E		F		G		H	
Black	White	Puerto Rican	Other	Hispanic	Other	Hispanic	Other	Hispanic	Other	Hispanic	Other	Hispanic	Other	Hispanic	Other
Tenure	Tenure	Tenure	Tenure	Tenure	Tenure	Tenure	Tenure	Tenure	Tenure	Tenure	Tenure	Tenure	Tenure	Tenure	Tenure
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NON-INSTRUCTIONAL TITLES - CHART II
By Race-Et. The Groups and Age Groups

[illegible]

CITY UNIVERSITY APPLICATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES

INSTRUCTIONAL STAFF BY TITLE

As of November 30, 1970

SEX BREAKDOWN

ETHNIC BREAKDOWN

TITLE	Total In Title	Males		Females		Black		White		Puerto Rican		Oriental		Amer. Ind.		Other Spanish		Others	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Total Adm. Staff Personnel	547	466	85.2	81	14.8	44	8.0	490	89.6	6	1.1	2	0.4			4	0.7	1	0.2
Chancellor	1	1	100.0					1	100.0										
Deputy Chancellor	1	1	100.0					1	100.0										
Vice Chancellor	4	4	100.0					4	100.0										
President	19	17	89.5	2	10.5	3	15.8	15	78.9							1	5.3		
Vice Pres./Provost	2	2	100.0					2	100.0										
Dean	99	94	94.9	5	5.1	7	7.1	89	89.9	3	3.0								
Assoc. Dean	51	40	78.4	11	21.6	4	7.8	45	88.2			1	2.0					1	2.0
Asst. Dean	32	24	75.0	8	25.0	6	18.8	26	81.3										
Chief Librarian	15	13	86.7	2	13.3	2	13.3	13	86.7										
Director	24	20	83.3	4	16.7	4	16.7	20	83.3										
Assoc. Director	1	1	100.0							1	100.0								
Asst. Director	3	2	66.7	1	33.3			3	100.0										
Dept. Chairman	295	247	83.7	48	16.3	18	6.1	271	91.9	2	0.7	1	0.3			3	1.0		

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
INSTRUCTIONAL STAFF BY TITLE

As of November 30, 1970

SEX BREAKDOWN

<u>TITLE</u>	<u>Total In Title</u>	<u>Males</u>		<u>Females</u>	
		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
Total Bus. Mgr. or Fiscal Off. Series	156	125	80.1	31	19.9
Bus. Manager	23	20	87.0	3	13.0
Asst. Bus. Mgr.	45	39	86.7	6	13.3
Asst. to Bus. Mgr.	88	66	75.0	22	25.0
Total Higher Educ. Office Series	368	257	69.0	111	31.0
H.E. Officer	46	41	89.5	5	10.5
H.E. Associate	70	59	84.3	11	15.7
H.E. Assistant	101	66	65.3	35	34.7
Asst. to H.E.O.	151	86	57.0	65	43.0
Total Registrar's Series	103	53	56.3	50	43.7
Registrar	15	15	100.0		
Assoc. Registrar	21	11	52.4	10	47.6
Asst. Registrar	67	32	47.8	35	52.2

ETHNIC BREAKDOWN

	<u>Black</u>		<u>White</u>		<u>Puerto Rican</u>		<u>Oriental</u>		<u>Arct. Ind.</u>		<u>Other Spanish</u>		<u>Others</u>	
	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
	12	7.7	138	88.5	4	2.6					1	0.6	1	0.5
	2	8.7	21	91.3										
	1	2.2	43	95.6	1	2.2								
	9	10.2	74	84.1	3	3.4					1	1.1	1	1.1
	50	13.6	298	81.0	16	4.3	1	0.3			1	0.3	2	0.5
	1	2.2	43	93.5	2	4.3								
	7	10.0	59	84.3	3	4.3							1	1.4
	12	11.8	85	85.1	3	3.0								
	30	19.9	110	72.8	18	5.3	1	0.7			1	0.7	1	0.7
	11	10.7	89	86.4	1	1.0	1	1.0			1	1.0		
			15	100.0										
	2	9.5	18	85.7	1	4.8								
	9	13.4	56	83.6			1	1.5			1	1.5		

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

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SEX BREAKDOWN

ETHNIC BREAKDOWN

TITLE	Total In Title	Males		Females		Black		White		Puerto Rican		Oriental		Amer. Ind.		Other Spanish		Others	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Total Faculty Staff by Rank	6239	4438	70.6	1851	29.4	413	6.6	5593	88.9	79	1.3	101	1.6			67	1.1	35	0.6
Professor	955	801	85.6	135	14.4	24	2.6	983	94.3	4	0.4	13	1.4			10	1.1	2	0.2
Assoc. Professor	1172	876	74.7	295	25.3	59	5.0	1085	92.7	5	0.4	11	0.9			4	0.3	7	0.6
Asst. Professor	2524	1721	68.2	803	31.8	152	6.0	2259	89.5	24	1.0	38	1.5			32	1.3	19	0.8
Instructor	1149	834	72.6	315	27.4	107	9.3	953	83.8	29	2.5	27	2.4			16	1.4	7	0.6
Other Tenure Bear. Inst. Staff	508	405	79.7	102	20.1	71	14.0	402	79.1	17	3.3	12	2.4			5	1.0	1	0.2
Total Non-Tenure Bear. Inst. Staff	7648	5302	69.3	2446	32.0	647	8.5	5585	86.1	141	1.8	122	1.6	5	0.1	75	1.0	72	0.9
Full-time	1580	1038	65.7	542	34.3	302	19.1	1157	73.2	69	4.4	19	1.2	1	0.1	22	1.4	10	0.6
Part-time	1558	1066	68.4	492	31.6	70	4.5	1415	90.8	18	1.2	29	1.9			8	0.5	13	1.2
Others-Non-Tenure Bearing Titles	4510	3298	73.1	1212	26.9	275	6.1	1013	89.0	54	1.2	74	1.6	4	0.1	46	1.0	44	1.0
OVERALL TOTALS	15111	10543	69.8	4568	30.2	1177	7.8	13193	87.3	247	1.6	227	1.5	5	*	150	1.0	112	0.7
*Less than .1 of 1%																			
RLP/hb 6/21/71																			

CITY UNIVERSITY ADMINISTRATION AND STAFF SURVEY REPORTS BY DEMOGRAPHICS
ETHNIC BACKGROUND
As of November 30, 1970

Page 1

SEX BREAKDOWN

ETHNIC BREAKDOWN

TITLE	Total In Title	Males		Females		Black		White		Puerto Rican		Oriental		Amer. Ind.		Others Spanish		Others	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
7. Medical Office Staff	60	14	23.3	46	76.7	7	11.7	53	88.3										
Physicians	20	14	70.0	6	30.0	1	5.0	19	95.0										
Staff Nurses	40			40	100.0	6	15.0	34	85.0										
8. Non-Academic Prof.	243	146	58.9	102	41.1	21	8.5	213	85.9	6	2.4	5	2.0			2	0.8	1	0.4
Sr. Attorney	1	1	100.0					1	100.0										
Asst. Attorney	1	1	100.0					1	100.0										
Sr. Accountant	12	7	58.3	5	41.7	1	8.3	11	91.7										
Accountant	43	28	65.1	15	34.9	2	4.7	35	81.4	3	7.0	1	2.3			1	2.3	1	2.3
Asst. Accountant	81	23	28.4	58	71.6	5	6.2	72	88.9	2	2.5	1	1.2			1	1.2		
Sr. Planner	1	1	100.0					1	100.0										
Supt. of Const.	1	1	100.0			1	100.0												
Const. Mgr.	1	1	100.0					1	100.0										
Adm. Engineer	1	1	100.0					1	100.0										
Sr. Elect. Engr.	1	1	100.0					1	100.0										
Elect Engr.	2	2	100.0					1	50.0			1	50.0						

CITY UNIVERSITY AFFIRMATIVE ACTION SALARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

Page 2

SEX BREAKDOWN

<u>TITLE</u>	<u>Total In Title</u>	<u>Males</u>		<u>Females</u>		<u>Black</u>		<u>White</u>		<u>Puerto Rican</u>		<u>Oriental</u>		<u>Amer. Ind.</u>		<u>Other Spanish</u>		<u>Others</u>	
		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
8. Non-Acad. Prof. Cont'd																			
Jr. Elect. Engineer	1	1	100.0					1	100.0										
Sr. Mech. Engineer	1	1	100.0					1	100.0										
Mechanic Engineer	5	5	100.0					5	100.0										
Asst. Mech. Engr.	1	1	100.0					1	100.0										
Sr. Civil Engr.	1	1	100.0					1	100.0										
Civil Engineer	1	1	100.0					1	100.0										
Asst. Civil Engr.	4	4	100.0					4	100.0										
Chief Architect	1	1	100.0					1	100.0										
Sr. Landscape Arch.	1	1	100.0					1	100.0										
Sr. Architect	4	4	100.0					4	100.0										
Architect	3	3	100.0					3	100.0										
Asst. Architect	5	5	100.0					5	100.0										
Methods Analyst	1			1	100.0			1	100.0										

CITY UNIVERSITY AFFIRMATIVE ACTION SUNDAY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

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SEX BREAKDOWN

ETHNIC BREAKDOWN

TITLE	Total In Title	Males		Females		Black		White		Puerto Rican		Oriental		Amer. Ind.		Other Spanish		Others	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
8. Non-Acad. Prof. Cont'd.																			
Sr. Princ. Comp. Prog.	2	2	100.0					2	100.0										
Princ. Comp. Prog.	1	1	100.0					1	100.0										
Sr. Comp. Prog.	5	3	60.0	2	40.0			5	100.0										
Comp. Programmer	17	13	76.5	4	23.5	1	5.9	16	94.1										
Comp. Prog. Trn.	6	4	66.7	2	33.3	1	16.7	4	66.7			1	16.7						
Supv. Comp. Oper.	1	1	100.0			1	100.0												
Sr. Comp. Operator	5	4	80.0	1	20.0	1	20.0	4	80.0										
Comp. Operator	13	9	69.2	4	30.8	6	46.2	6	46.2	1	7.7								
Buyers	1	1	100.0					1	100.0										
Asst. Buyers	22	13	59.1	9	40.9	2	9.1	19	86.4			1	4.5						
Asst. Statistician	1			1	100.0			1	100.0										

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE

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As of November 30, 1970

SEX BREAKDOWN

TITLE	Total In Title	Males		Females	
		No.	%	No.	%
S. Auxiliary Ent.	256	126	49.2	130	50.8
Director	1	1	100.0		
Dir. of Food Srv.	1			1	100.0
Asst. Dir. Food Sv.	1	1	100.0		
Manager	4	4	100.0		
Asst. Manager	8	7	87.5	1	12.5
Head Cashier	1			1	100.0
Cashiers	31	3	9.7	28	90.3
Cafeteria Supv.	2			2	100.0
Counter Attendant	41	12	29.3	29	70.7
Counter Att. II	16	4	25.0	12	75.0
Cafeteria Helper	24	22	91.7	2	8.3
Cafeteria Helper I	2	2	100.0		

ETHNIC BREAKDOWN

	Black		White		Puerto Rican		Oriental		Amer. Ind.		Other Spanish		Others	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
	59	23.0	134	52.3	57	22.3	1	0.4			4	1.6	1	0.4
			1	100.0										
			1	100.0									1	100.0
			4	100.0										
	3	37.5	4	50.0	1	12.5								
			1	100.0										
	5	16.1	25	80.6	1	3.2								
			2	100.0										
	11	26.8	18	43.9	10	24.4					2	4.9		
	5	31.3	8	50.0	3	18.8								
	4	16.7			19	79.2					1	4.2		
			1	50.0	1	50.0								

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE

As of November 30, 1970

SEX BREAKDOWN

ETHNIC BREAKDOWN

TITLE	Total In Title	Males		Females		Black		White		Puerto Rican		Oriental		Amer. Ind.		Other Spanish		Others	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
9. Auxiliary Ent. Cont.																			
Cafeteria Helper II	12	12	100.0			2	16.7	2	16.7	8	66.7								
Exec. Chef	1	1	100.0			1	100.0												
Chef	1	1	100.0			1	100.0												
Cook	15	14	93.3	1	6.7	5	33.3	5	33.3	5	33.3								
Second Cook	2	2	100.0							2	100.0								
Baker	5	5	100.0			1	20.0	3	60.0	1	20.0								
Grill Man	3	3	100.0			3	100.0												
Dishwasher	9	5	55.6	4	44.4	3	33.3	4	44.4	1	11.1					1	11.1		
Bus Boy	9	4	44.4	5	55.6	2	22.2	5	55.6	1	11.1	1	11.1						
Waitress	13			13	100.0	1	7.7	12	92.3										
Hostess	3			3	100.0			3	100.0										
Dietician	1			1	100.0			1	100.0										

CITY UNIVERSITY AFFIRMATIVE ACTION SALARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

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SEX BREAKDOWN

ETHNIC BREAKDOWN

<u>TITLE</u>	<u>Total In Title</u>	<u>Males</u>		<u>Females</u>		<u>Black</u>		<u>White</u>		<u>Puerto Rican</u>		<u>Oriental</u>		<u>Amer. Ind.</u>		<u>Other Spanish</u>		<u>Others</u>	
		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
<u>9. Aux. Ent. Cont.</u>																			
Cleaner	6	6	100.0			3	50.0	3	50.0										
Accountant	1	1	100.0					1	100.0										
Bookkeeper	1			1	100.0			1	100.0										
Clerical	26	8	30.8	18	69.2	6	23.1	18	69.2	2	7.7								
Clerical Ass't.	1			1	100.0			1	100.0										
Stock Clerk	4	3	75.0	1	25.0	1	25.0	3	75.0										
Statistical Clerk	1			1	100.0			1	100.0										
Technician	4	3	75.0	1	25.0			4	100.0										
Sales	5	1	20.0	4	80.0	2	40.0	1	20.0	2	40.0								
Security	1	1	100.0					1	100.0										

CITY UNIVERSITY AFFIRMATIVE ACTION SINARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE

As of November 30, 1970

SEX BREAKDOWN

ETHNIC BREAKDOWN

TITLE	Total In Title	Males		Females		Black		White		Puerto Rican		Oriental		Amer. Ind.		Other Spanish		Others	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
10. Secretary/Clerical	2741	109	4.0	2632	96.0	574	20.9	2099	76.6	47	1.7	8	0.3			9	0.3	4	0.1
University Secy.	28			28	100.0	5	17.9	23	82.1										
COAA - CSAA	1727	60	3.5	1667	96.5	377	21.8	1295	75.0	39	2.3	6	0.3			7	0.4	3	0.2
COAB - CSAB	613	17	2.8	596	97.2	112	18.3	492	80.3	6	1.0	1	0.2			1	0.2	1	0.2
Coll. Adm. Ass't.	331	32	9.7	299	90.3	70	21.1	258	77.9	1	0.3	1	0.3			1	0.3		
Telephone Operator	39			39	100.0	9	23.1	29	74.4	1	2.6								
Clerical	3			3	100.0	1	33.3	2	66.7										
11. Bldg. and Grds.	1524	132	8.7	157	10.3	729	47.8	684	44.9	105	6.9					4	0.3	2	0.1
Supt. B. & G.	8	8	100.0					8	100.0										
Asst. Supt. B. & G.	5	5	100.0					5	100.0										
Suprv. Cust. Foreman	9	9	100.0			3	33.3	6	66.7										
Sr. Cust. Foreman	8	8	100.0			6	75.0	2	25.0										
Cust. Foreman	73	73	100.0			45	61.6	27	37.0	1	1.4								

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES

Non-Instructional Staff by Title

As of November 30, 1970

ETHNIC BREAKDOWN

SEX BREAKDOWN

TITLE	Total In Title	Males		Females		Black		White		Puerto Rican		Oriental		Amer. Ind.		Other Spanish		Others	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
II. Bldg. & Grnds. Cont.																			
Custodial Asst.	828	700	84.5	128	15.5	560	67.6	175	21.1	91	11.0					1	0.1	1	0.1
Maintenance Men	121	121	100.0			8	6.6	113	93.4										
Bldg. Repair Men	9	9	100.0			3	33.3	6	66.7										
Plant Foremen	1	1	100.0					1	100.0										
Foremen	2	2	100.0					2	100.0										
Sr. Asst. Foremen	1	1	100.0					1	100.0										
Sr. Custodial Eng.	1	1	100.0					1	100.0										
Sr. Stat. Eng.	4	4	100.0					4	100.0										
Stat. Eng.	44	44	100.0					43	97.7							1	2.3		
Stat. Fireman	36	36	100.0			1	2.8	33	91.7							2	5.6		

CITY UNIVERSITY AFFIRMATIVE ACTION SURVEY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

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SEX BREAKDOWN

ETHNIC BREAKDOWN

TITLE	Total In Title		Males		Females		Black		White		Puerto Rican		Oriental		Amer. Ind.		Other Spanish		Others	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
11. Bldg. & Grd. Contr.	90						22	24.4	66	73.3	2	2.2								
Laborer	7		7	100.0			1	14.3	6	85.7										
Laborer A	22		22	100.0					22	100.0										
Electrician	12		12	100.0					10	83.3	2	16.7								
Electrician Helper	2		2	100.0					2	100.0										
Elevator Mechanic	3		3	100.0			2	66.7	1	33.3										
Elevator Mechanic Helper	57		34	59.6	23	40.4	35	61.4	20	35.1	2	3.5								
Elevator Operator	4		4	100.0			1	25.0	3	75.0										
Elevator Starter	15		15	100.0			1	6.7	14	93.3										
Plumber	2		2	100.0					2	100.0										
Plumber's Helper	10		10	100.0					10	100.0										
House Painter	18		18	100.0			1	5.6	17	94.4										
Carpenter																				

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES

Non-Instructional Staff by Title

As of November 30, 1970

SEX BREAKDOWN

ETHNIC BREAKDOWN

TITLE	Total In Title	Males		Females		Black		White		Puerto Rican		Oriental		Amer. Ind.		Other Spanish		Others	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Il. Bldg. & Grnds. Cont.	1	1	100.0					1	100.0										
Cement Mason	1	1	100.0					1	100.0										
Roofers	4	4	100.0					4	100.0										
Steam Fitter	2	2	100.0					2	100.0										
Steam Fitter's Helper	2	2	100.0					2	100.0										
Oilier	1	1	100.0					1	100.0										
Plasterer	1	1	100.0					1	100.0										
Machinist	5	4	80.0	1	20.0	3	60.0	1	20.0	1	20.0								
Laundry Worker	17	17	100.0			4	23.5	12	70.6									1	5.9
Motor Vehicle Oper.	20	20	100.0			5	25.0	15	75.0										
Watchman	17	17	100.0			7	41.2	10	58.8	2	11.8								
Spec. Officer	47	44	93.6	3	6.4	15	31.9	29	59.6	4	8.5								
Attendants																			

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

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SEX BREAKDOWN**ETHNIC BREAKDOWN**

TITLE	Total In Title	Males		Females		Black		White		Puerto Rican		Oriental		Amer. Ind.		Other Spanish		Others	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
11. Bldg. & Grds. Cont.																			
Cleaners	11	9	81.8	2	18.2	6	54.5	5	45.5										
Eng. Aide	2	2	100.0					2	100.0										
Electricians Foreman	1	1	100.0					1	100.0										
12. Hourly Clerical																			
College Assis.	1597	447	28.0	1150	72.0	123	7.7	1375	86.1	50	3.1	22	1.4			13	0.8	14	0.9
13. Grants & Contracts																			
Director	137	59	43.1	78	56.9	25	18.2	102	74.5	2	1.5	3	2.2			2	1.5	3	2.2
Assoc. Director	1	1	100.0			1	100.0												
Asst. to Director	1	1	100.0					1	100.0										
								1	100.0										

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
Non-INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

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SEX BREAKDOWNETHNIC BREAKDOWN

<u>TITLE</u>	<u>Total In Title</u>	<u>Males</u>		<u>Females</u>		<u>Black</u>		<u>White</u>		<u>Puerto Rican</u>		<u>Oriental</u>		<u>Amer. Ind.</u>		<u>Other Spanish</u>		<u>Others</u>	
		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
<u>13. Grants & Contracts</u>																			
<u>Cont.</u>																			
Project Director	3	1	33.3	2	66.7			3	100.0										
Grant Officer	1	1	100.0					1	100.0										
Grant Aide	7	3	42.9	4	57.1	1	14.3	5	71.4			1	14.3						
Grant Assoc.	24	7	29.2	17	70.8	1	4.2	23	95.8										
Grant Asst.	53	19	35.8	34	64.2	6	11.3	38	71.7	2	3.8	2	3.8			2	3.8	3	5.7
Lecturers	18	14	77.8	4	22.2	7	38.9	11	61.1										
Counselors	4	4	100.0			2	50.0	2	50.0										
Asst. to Counselors	2	2	100.0			1	50.0	1	50.0										
Tutor	10	6	60.0	4	40.0	4	40.0	6	60.0										
Secretary	5			5	100.0	2	40.0	3	60.0										
Secy. - Bkkpr.	3			3	100.0			3	100.0										
Bookkeeper	1			1	100.0			1	100.0										
Grant Clerical	3			3	100.0			3	100.0										

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
Non-INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

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SEX BREAKDOWN

TITLE	Total In Title	Males		Females		Black		White		Puerto Rican		Oriental		Amer. Ind.		Other Spanish		Others	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
14. Others	240	164	68.3	76	31.7	80	33.3	142	59.2	14	5.8	2	0.8			2	0.8		
Stockman	15	15	100.0			7	46.7	7	46.7	1	6.7								
Asst. Stockman	30	30	100.0			9	30.0	21	70.0										
Audio-Visual Aid Tech.	28	24	85.7	4	14.3	5	17.9	22	78.6	1	3.6								
Sr. Office Appl. Oper.	2	1	50.0	1	50.0	1	50.0	1	50.0										
Office Appliance Oper.	50	33	66.0	17	34.0	16	32.0	25	50.0	8	16.0	1	2.0						
Sr. Key punch Operator	3			3	100.0	2	66.7	1	33.3										
Key punch Operator	41	2	4.9	39	95.1	20	48.8	19	46.3	1	2.4					1	2.4		
Suprv. Tab. Operator	2	2	100.0			1	50.0	1	50.0										
Sr. Tab Operator	7	3	42.9	4	57.1	1	14.3	6	85.7										
Tab Operator	9	9	100.0			1	11.1	6	66.7	1	11.1	1	11.1						

ETHNIC BREAKDOWN

CITY UNIVERSITY AFFIRMATIVE ACTION SUMMARY STATISTICS BY PERCENTAGES
NON-INSTRUCTIONAL STAFF BY TITLE
As of November 30, 1970

SEX BREAKDOWN

ETHNIC BREAKDOWN

TITLE	Total In Title	Males		Females		Black		White		Puerto Rican		Oriental		Amer. Ind.		Other Spanish		Others	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
14. Other Cont'd.																			
Suprv. Photo Oper.	1	1	100.0					1	100.0										
Lab Helpers	16	11	68.8	5	31.3	7	43.8	9	56.3										
Lab Technicians	3	3	100.0					3	100.0										
Storekeeper	1	1	100.0					1	100.0										
Accompanist	1	1	100.0			1	100.0												
Typist	2			2	100.0			2	100.0										
Messengers	29	28	96.6	1	3.4	9	31.0	17	58.6	2	6.9					1	3.4		
OVERALL TOTALS	6803	2432	35.7	4371	64.3	1618	23.8	4802	70.6	281	4.1	41	0.6			36	0.5	25	0.4

RF/HB 7/16/71

CITY UNIVERSITY STATISTICS

BY PERCENTAGES OF FEMALE FACULTY STAFF MEMBERS

ON A COLLEGE OR UNIT BASIS *

College or Unit	Professors		Associate Professors		Assistant Professors		Instructors		Total in 4 Titles	
	Total	%	Total	%	Total	%	Total	%	Total	%
Paruch College	23	4.3	33	6.1	95	24	9	44.4	160	31
Bronx Community College	15	13.3	46	11	146	66	39	22	246	101
Borough of Manhattan Comm. College	7	14.3	27	10	98	38	104	53	236	102
Brooklyn College	150	11.3	169	44	321	97	47	26	687	184
City College	201	3.0	219	36	329	68	169	58	918	168
Graduate Division	77	6.5	39	4	58	14	24	13	198	36
Hastings Community College	2	0.0	12	1	14	5	17	11	45	17
Kanter College	107	42.1	66	66	198	91	95	50	528	252
John Jay College	11	0.0	16	2	64	15	53	22	144	39
Kingsborough Community College	13	23.1	24	7	97	30	94	38	228	78
LaGuardia Community College	0	0.0	0	0	1	1	0	0	1	100.0
Lehman College	46	30.4	93	28	167	59	47	29	353	130
Madgar Evers College	1	0.0	3	2	3	1	0	0	7	3
New York City Community College	54	11.1	63	16	159	50	99	46	375	118
Queens College	154	18.2	174	35	333	102	20	16	681	181
Queensborough Community College	37	10.8	53	17	181	69	176	56	447	126
Richmond College	7	0.0	12	0	69	14	26	9	114	23
Staten Island Community College	14	14.3	40	10	107	37	79	35	240	84
York College	1	0.0	14	4	65	18	44	21	124	43
Teacher Education	10	0.0	5	1	11	1	6	5	32	7
Central Office	6	16.7	2	0	8	3	1	1	17	5
OVERALL UNIVERSITY TOTALS	936	14.4%	1172	296	2524	803	1149	515	5781	1799

* as of 11/30/70

COMPARABLE DATA IN ABOVE TITLES COLLECTED BY NATIONAL CENTER FOR EDUCATIONAL STATISTICS* - For the year 1967

Supplementary Data: 68,755 6,378 9.3% 64,036 9,639 15.1% 94,751 19,141 20.2% 77,624 25,857 33.3% 305,166 61,015 20.0%

*-Publ.: Numbers and Characteristics of Employees in Institutions of Higher Education. - Fall 1970

** New College - Hiring of staff began 7/1/70

V. SUMMARY OF EMPLOYMENT CENSUS RESULTS

The foregoing tables describe CUNY employees in each instructional title by sex, ethnic group, age, number holding the Ph.D., and number having tenure (Instructional charts I and II). Non-instructional charts I and II present similar data on CUNY's non-instructional staff, except for certain items not relevant to these positions, such as possession of the Ph.D. These charts include all persons who were on the City University payroll on either a full-time or a part-time basis as of November 30, 1970. (see pages 11-38).

A brief summary analysis of this data follows:

A. Instructional Personnel

The data indicates that the City University of New York is well above any national norms for comparable institutions of Public Higher Education with regard to the employment of women and other minorities in its instructional staff.

Out of a total instructional staff of 15,111, 10,543 are males (69.8%) and 4,568 are females (30.2%). Minority-group members are almost 13% of the whole. Specifically, 13,193 staff members are White (87.3%) while the remaining 1,918 (12.6% are drawn from various minority groups as follows: 1,177 Blacks (7.8%), 247 Puerto Ricans (1.6%), 150 other Spanish (1.0%), 227 Orientals (1.5%), 5 American Indians (less than .1 or 1.0%), and 112 "others" (0.7%).

The University's total distribution of women and other minorities in tenure-bearing titles (professor, associate professor, instructor, etc.) is similarly noteworthy. Of 6,289 positions in this category, 1,851 (29.4%) are held by women. Members of minority groups hold 696 (11.2%) of these positions: 413 Blacks, or 6.6%; 79 Puerto Ricans, or 1.3%; 101 Oriental, or 1.6%; 67 other Spanish, or 1.1%; and 36 "others", or 0.6%.

On the other hand, the employment of women and other minorities in the upper ranks of all instructional series, and in tenure-bearing as contrasted with non-tenure-bearing titles, is significantly lower. Only 14.4% of the full professors are women and only 5.7% are drawn from an ethnic group other than White. The 295 department chairmen include 247 men (83.7%) but only 48 women (16.3%). The data indicates that there is a preponderance of whites among department chairmen (271 out of 295 or 91.9%). Note, however, that holders of this title, constituting 53.9% of the total administrative instructional staff personnel, are elected by their faculty peers rather than appointed by college presidents. (This title is the only one in the administrative instructional staff series that is filled by election rather than appointment.)

A preponderance of women and other minority-group members of CUNY's instructional staff are clustered in the lower-paid, non-tenure-bearing titles (full-time lecturers, adjuncts, research assistants, etc.).

Here, 32% of all employees are females; 13.9% come from minority backgrounds. This imbalance should not, however, be construed as being totally negative. It is natural that City University, seeking to infuse

new blood into its staff, should recruit largely among young people with a long work expectancy. As the women and other minorities who have joined CUNY's instructional staff in the last few years rise through promotion, and as retirements thin the ranks of their older majority-group colleagues, a better distribution should become apparent over a period of time, in all instructional titles and among tenured as well as untenured faculty.

Obviously, such a desired result presupposes the continuance and expansion of CUNY's efforts to recruit aggressively among women and other minorities and to insure equal opportunity for advancement to members of those groups.

B. Non-Instructional Personnel

Women and other minorities constitute a much larger proportion of the non-instructional staff than of the instructional staff. Out of 6,803 non-instructional positions, 4,371 (64.3%) are held by females compared with only 2,432 (35.7%) held by males; 2,001 (29.4%) of all non-instructional employees come from minority groups while 4,802 (70.6%) are White.

These ratios do not hold true for all areas of work and at all levels, however. The secretarial-clerical series, traditionally a female field, heavily weights the non-instructional staff; 96% of the secretarial-clerical employees are female. Almost two-thirds (60.2%) of all women in non-instructional titles are concentrated in this series. Similarly, in the medical office staff series, the women (76.7%) far outnumber the males; the number of nurses exceeds the number of doctors, the nurses being predominantly women.

On the other hand, the building and grounds series is preponderantly male. Although women constitute 41.1% of the non-academic professional employees, there are no woman at all in the architectural and engineering titles or in the attorney series. In the other miscellaneous titles, including operators, messengers, attendants, watchmen, special officers, etc., the proportion of women is only 31.7%.

The distribution of minority-group members is similarly uneven. Overall, individuals of minority background account for 29.4% of non-instructional positions. Although the building and grounds series includes a high percentage (55.1%) of minority-group employees, they are concentrated in the lower job classifications rather than in skilled and supervisory positions. More than three-fourths (77.7%) of the minority-group employees in the buildings and grounds series can be found in the custodial assistant title and none in a foreman position. [Discussions have been initiated with the Civil Service Commission and District 37 (American Federation of State, County and Municipal Employees, AFL-CIO) concerning the development of training programs to upgrade the heavy concentration of minority-group members in custodial positions].

In the secretarial and clerical group, only 20.9% of the employees are Black and only 1.7% are Puerto Rican. In the medical office staff series, Blacks constitute 11.7% of all employees and no other minority group is represented.

[The most frequently cited limitation upon employment and promotion opportunities for women and other minorities in the non-instructional staff is the fact that most of them hold civil service titles. It is the intention of the Affirmative Action Committee that in areas where the Civil Service system permits greater flexibility, chiefly in regard

to provisional employment and hourly personnel, positive recruitment of minorities will be undertaken to a greater extent than in the past. Intensive use will be made of organizations, newspapers, posters, CUNY's own Student Placement Offices, and other devices which offer promise of introducing larger numbers of minority-group members into the colleges.]

It must be recognized, however, that the limited mobility of many persons seeking or holding non-instructional positions tends to restrict them to job openings in reasonable proximity to their homes thus narrowing their range of opportunities.

It should also be noted that the colleges do not have direct control of hiring practices in relation to certain categories of non-instructional positions covered by Non-Instructional Charts I and II. The auxiliary enterprise series covers cafeterias, bookstores, and similar enterprises which are usually self-supporting and operated under contract. Although the colleges do not hire the employees of these enterprises, they can exert an influence upon hiring practices through use of "direct clause" in the contracts. The Affirmative Action Committee will encourage wider use of this method.